



# TOPEKA HOUSING AUTHORITY

2010 SE California Avenue

Topeka, KS 66607

(785) 357-8842, Fax (785) 357-2648

## APPLICATION FOR EMPLOYMENT

Initial screening will be based on this application. Please be sure to answer all items completely and accurately.  
Let us know if you do not understand an item or need help in completing this application. **PLEASE PRINT!**

### GENERAL INFORMATION

POSITION APPLIED FOR: \_\_\_\_\_  
(If you are interested in more than one position, please complete an application for each)

Date: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Last First Middle

Other Name(s) Used: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_\_ State: \_\_\_\_\_

Please list an additional telephone number where we can leave a message: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

What type of work are you willing to accept? ☐ Full Time ☐ Part-Time ☐ Seasonal or Temporary

When would you be able to start work, if hired? \_\_\_\_\_

What is the minimum hourly salary you would accept? \_\_\_\_\_

Do you have a family member who is a current employee of THA? ☐ Yes ☐ No

If so, please list: \_\_\_\_\_

Have you been arrested for and/or convicted of a felony and/or non-traffic related misdemeanor? ☐ Yes ☐ No

If yes, provide details: \_\_\_\_\_

Has your driver's license ever been suspended and/or revoked? ☐ Yes ☐ No

If yes, provide details: \_\_\_\_\_

Please note, arrests/convictions, having your driver's license revoked and/or suspended may not disqualify you from employment. Individual circumstances will be considered relative to the position sought.

## EMPLOYMENT EXPERIENCE

Current or Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates (Month & Year): From: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Wage/Salary: \_\_\_\_\_ Per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates (Month & Year): From: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Wage/Salary: \_\_\_\_\_ Per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates (Month & Year): From: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Wage/Salary: \_\_\_\_\_ Per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Employment Dates (Month & Year): From: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Wage/Salary: \_\_\_\_\_ Per \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## EDUCATION/TRAINING/SKILLS

Please provide information about your education, training, and skills. Use the back of this page if necessary.

Elementary/Junior High, High School or place of GED certification \_\_\_\_\_  
(Circle the last one attended) City/State Last Grade Completed

Special Training, Technical Schools, or Armed Forces Training:

School	Course Name/Licenses	Dates Attended (How long was training?)
_____	_____	_____
_____	_____	_____

College/University:

Name	Dates Attended	Major Area of Study	Degree or Hours
_____	_____	_____	_____
_____	_____	_____	_____

Please describe the computer software you are familiar with and indicate your skill level:

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Please describe any other activities or experience (voluntary work, hobbies, part-time or temporary work), special skills or qualifications; include dates, places, number of hours, etc., that relate to the position for which you are applying. (If you have limited work experience, it is important for you to be thorough in this section.)

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List any rewards, honors, recognitions, etc. that relate to your qualifications for the position for which you are applying.

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Other relevant information:

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## CERTIFICATION OF ACCURACY AND COMPLETENESS

### PLEASE READ CAREFULLY AND SIGN:

The facts set forth in my application are true and complete to the best of my knowledge. I understand that the Topeka Housing Authority may verify any information provided by me in the employment process, and that an incomplete application or an absence of my signature on this application is just cause for rejection of this application. I further understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. .

May we contact your **current** employer?

☐

Yes

☐

No

May we contact your **previous** employers?

☐

Yes

☐

No

Are there any previous employers you do not want us to contact?

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date